

BEDFORD COUNTY

Maintenance/Grounds and Housekeeping Supervisor

The Bedford County Nursing Home, a not-for-profit, 90 bed nursing facility, located at 1229 County Farm Road, Bedford, VA is looking to fill the position of a full-time Maintenance/Housekeeping Supervisor. The candidate will perform intermediate semiskilled work in the maintenance and repair of the buildings and grounds; also plans, organizes, directs and supervises the laundry and custodial personnel involved in cleaning and maintaining buildings, equipment, and premises of assigned buildings area.

The candidate have basic experience in carpentry, plumbing, electrical and mechanical repairs; and some building and maintenance experience in planning and scheduling building and equipment preventative maintenance programs. Experience as Maintenance Director in long term care is preferred.

Salary is competitive DOQ. Benefits include: life, medical, dental and vision insurance, retirement, direct deposit, paid holidays, vacation and sick leave. Applications may be downloaded from our website: www.bedfordcountyva.gov or picked up from the Bedford County Human Resources Office, Bedford County Administration Building, 122 East Main Street, 2nd Floor, Bedford, VA 24523, (540) 586-7601. Applications will be accepted until position is filled. EOE, ADA

POSITION TITLE:	MAINTENANCE /GROUNDS /HOUSEKEEPING AND LAUNDRY SUPERVISOR
DEPARTMENT: DIVISION: POSITION NUMBER: FLSA STATUS / GRADE: CLASSIFICATION: REPORTS TO:	MAINTENANCE/ HOUSEKEEPING/LAUNDRY BEDFORD COUNTY NURSING HOME 9014 NON-EXEMPT GRADE 13 NURSING HOME ADMINISTRATOR

GENERAL DESCRIPTION OF POSITION:

Performs intermediate semiskilled work in the maintenance and repair of buildings and grounds; Serves as safety compliance officer. Plans, organizes, directs and supervises laundry, custodial and maintenance personnel involved in cleaning and maintaining buildings, equipment, and premises of the nursing home and grounds. Work is performed under regular supervision; does related work as required.

Work involves the immediate supervision of custodial and maintenance personnel involved in cleaning, maintenance and upkeep of the building, equipment and premises; supervision and control of the laundry personnel, equipment and linen storeroom. Work is performed under supervision of the Administrator. Position requires physical effort and the employee to serve as a lead worker.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Maintaining and repairing buildings and grounds; performs basic carpentry, plumbing, electrical and mechanical repairs; intermediate supervision of custodial and maintenance personnel.
 - Makes minor repairs to building, electrical and plumbing facilities.
 - Performs grounds maintenance such as cutting trees, shrubs, grass, weeding, etc. installs landscaping materials such as rock and mulch.
 - Performs rough and finished carpentry and painting.
 - Repairs doors, locks, windows, roofs and gutters; checks security locks and keypads.
 - Transports supplies and equipment; maintains vehicles.
 - Inspects roof for leaks during heavy rains/snow; replaces ceiling tile as needed.
 - Maintains budget for maintenance, housekeeping/laundry; notifies Administrator of situations that might result in exceeding budgetary allowance prior to authorizing repair.
 - Plans, schedules, assign and supervise the work of laundry, custodial and maintenance personnel.
 - Prepares and schedules preventative/routine maintenance programs for Nursing Home with appropriate documentation of service provided.
 - Approves time schedules for personnel under his/her direction.
 - Assures adequate laundry/ housekeeping and maintenance supplies are provided.
 - Assures adequate linen supplies are provided.
 - Maintains stockrooms / laundry areas /maintenance work area in a clean and organized manner.
 - Schedules repairs on building equipment and furnishings on a timely basis. Keep Administrator aware of needed repairs and progress toward completion of repairs.
 - Coordinates and assists with snow and ice removal from sidewalks, steps, and driveway and parking areas. Performs staff transportation during inclement weather as needed.
 - Maintains equipment maintenance and inspection records.
 - Performs daily inspection of Nursing Home and premises for proper cleanliness and upkeep. Utilizes and documents completed repairs in the maintenance logs in nursing stations and the kitchen.
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	<p>Responsible for trash removal.</p> <p>Coordinates and conducts in-service programs for personnel.</p> <p>Develops departmental policies and procedures.</p> <p>Accepts staff call outs and provides coverage and fills in when employees are absent as needed and accomplishes special projects.</p> <p>Serves as the Safety Compliance Officer and ensures all required drill and education is accomplished and documented.</p> <p>Ensures all fire safety standards are met.</p> <p>Performs related tasks as required.</p> <ul style="list-style-type: none"> • Accomplishes all tasks as appropriately assigned or requested by management. • Participates in employee meetings and training as needed. • Performs special projects as assigned. • Meets attendance requirements and maintains the highest level of dependability. • Consistently demonstrates ability to respond to changing situations in a flexible manner in order to meet current needs, and reprioritizes work as necessary.
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QUALIFICATIONS:

Education / Experience:	Any combination of experience and experience equivalent to graduation from high school and some building maintenance experience in planning and scheduling building and equipment preventative maintenance programs. Experience as maintenance personnel in long term care is preferred.
Knowledge / Skills and Abilities:	General knowledge of carpentry, plumbing and electrical repair methods and techniques; general knowledge of the use of common hand and power tools and the necessary safety precautions; ability to understand and follow simple oral and written directions; ability to establish and maintain effective working relationships with associates; thorough knowledge of building cleaning and maintenance and proper use of cleaning materials; ability to plan and supervise the work of laundry/housekeeping and maintenance personnel; ability to plan and carry out a comprehensive building, equipment and premises maintenance and preventative maintenance program(s); ability to establish and maintain adequate and timely records relative to maintenance/preventative maintenance and safety programs; ability to establish and maintain an inventory of all required custodial building supplies and linen.
Certifications / Licenses:	Current appropriate driver's license valid in the Commonwealth of Virginia. Possession of a pesticide applicator's license within 1 year of hire.
Physical Requirements:	<p>The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities.</p> <p>This is heavy work requiring exertion of 100 pounds of force occasionally, up to 50 pound of force frequently , and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken work; hearing is required to perceive information at normal spoken word level; visual acuity is required for depth perception, color perception, peripheral vision, visual inspection involving small defects and /or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of</p>

<p>Environmental Factors:</p> <p>Special / Additional Requirements:</p> <p>Disclaimer:</p> <p>Acknowledgement:</p>	<p>work, and observing general surroundings and activities.</p> <p>The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions and oils. The worker may be exposed to blood borne pathogens and infectious agents and may be required to wear specialized personal protective equipment. Worker may be required to work on weekends, holidays, and overtime to meet the needs of the department.</p> <p>Subject to a complete criminal history background search and drug screening with acceptable results.</p> <p>Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of a pesticide applicator's license within one year of employment.</p> <p>This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. This is not an employment contract and does not alter any employee at-will status.</p> <p>Bedford County, VA is an Equal Opportunity Employer.</p> <p>I have reviewed this job description and I understand all essential job duties and responsibilities. I am able to perform the duties as outlined with or without reasonable accommodation.</p> <p>Meeting the qualifications as required, I understand and agree to perform the duties as described. I understand that occasionally my job may require temporary changes based on the needs of the County without it being specifically included in this position description. If I have questions, I should discuss them with my immediate manager or Human Resources.</p> <p>I have received a copy of this job description.</p> <p>_____ Employee's Name (Please Print)</p> <p>_____ Employee's Signature</p> <p>_____ Date</p>
<p>Approved by:</p> <p>Approved date:</p> <p>Revised:</p>	<p>_____</p> <p>_____</p> <p>_____</p>

